

SHERIFF'S OFFICE ADMINISTRATIVE ASSISTANT I

GENERAL STATEMENT OF DUTIES

Performs a variety of administrative functions serving as a staff assistant.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for a variety of administrative functions. Work usually requires considerable contact with the public and other employees in explaining policies and procedures. This class is distinguished from higher level administrative positions by the lesser degree of authority and accountability for management decision making. In further contrast, the class is distinguished from the clerical level V by the higher level of administrative and program involvement, the delegation of most secretarial/clerical functions and the more comprehensive responsibility for program or administrative operations. Work is performed under general supervision and is evaluated by observation and in conferences.

ILLUSTRATIVE EXAMPLES OF WORK

- Manages records and reports activities involving implementation of program objectives using existing procedures or devising new methods as necessary.
- Supervises clerical employees in administering program activities.
- Recommends, administers, and monitors organizational unit budgets for county and/or state funds by preparing periodic balances and other statistical reports; work may require coordinating assignments with other personnel and requesting budget transfers.
- Develops and/or revises work procedures and methods including necessary form design; trains employees in work procedures.
- Carries responsibility for accuracy and completeness of records of program.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of office management techniques including the ability to organize work flow and coordinate activities.
- Working knowledge of effective supervisory practices and ability to plan and supervise the work of others.
- Ability to interpret and analyze applicable program content objectives and make necessary decisions.
- Ability to summarize, compile, and tabulate narrative and numerical material.
- Ability to maintain work standards of program activities and ability to analyze and correct errors.
- Ability to communicate with others tactfully and courteously.
- Ability to maintain effective working relationships with other employees.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a four-year program in a college or university preferable with major emphasis on coursework in business administration, public administration, or other related field; or an equivalent combination of education and experience.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 2/2012